04/23/2012

Dear Parents and Guardians,

This THURSDAY is parent teacher conferences. I would be happy to meet with you to discuss your child’s performance and progress. I will **not be available** to meet during the regular conference times, but would happy to meet after school on Thursday. If you would like to **schedule an appointment,** please let me know. I will be available until roughly 5-6 o’clock depending on the appointments. Please send back a time that works for you and an email so I can confirm the time.

Thank you,

I look forward to meeting with you,

Leah Levi

Special Educator

Student’s Name Preferred time slot (from 2:45-6)

Your Name Email